



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Wednesday, June 10, 2009
POSITION TITLE:	Director of Governmental Affairs and Program Analysis	FINAL FILING DATE:	Wednesday, June 24, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06012009_3

POSITION DESCRIPTION

Under general direction of the Deputy Chief Executive Officer (DCEO) of Plan Design and Communication, the Director of Governmental Affairs and Program Analysis formulates and administers policies having statewide impact on the California State Teachers' Retirement System (CalSTRS') in a manner consistent with CalSTRS' Mission, Vision and Values.

The incumbent provides policy recommendations to the DCEO, CalSTRS' Executive Staff and management; serves as a specialist and consultant to management and applies methods for solving politically sensitive or controversial issues involving pension plan policy and design, funding, investments, taxation, and legislation generally and in areas with the potential to affect resolution of issues regarding CalSTRS' benefits program; maintains a working knowledge of benefits programs and funding structure, trends in retirement plan design and pension regulations, actuarial concepts and tax issues related to public pension funds; maintains a working relationship with CalSTRS' federal tax counsel and other contracted consultants; and ensures quality review of analytical studies, cost analyses and reports prepared by staff and external consultants.

The incumbent serves as CalSTRS' primary representative before the Legislature and its committees, responds to legislative requests and make presentations to individual legislators and staff; communicates CalSTRS' positions and concerns on pending or proposed legislation to the Legislature and its staff, administrative agencies, client organizations, and others on issues affecting active and retired members and their beneficiaries; develops recommendations and advise the DCEO on all federal legislation and regulations.

The incumbent oversees the activities of CalSTRS' state and federal legislative and program analysis staff; briefs staff on state and federal legislative projects; controls the office's budget and expenses; allocates division resources, initiates and coordinates personnel transactions; evaluates employee performance, provides counsel and prepares performance reports; develops strategies to foster commitment and dedication of individuals to CalSTRS' values.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies.
2. Direct experience working for or with the Legislature.
3. Experience that demonstrates the ability to make executive-level decisions and effectively negotiate solutions with control agencies, the Legislature and other governmental entities and departments.
4. Experience that demonstrates the ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff.
5. Experience that demonstrates the ability to identify and analyze politically sensitive legislative issues and inform policy makers or control agencies of a department's position on legislative proposals.
6. Knowledge of the legislative process as it relates to pension plans, retirement, benefits, and plan design issues for California's educators.
7. Knowledge of the principles, practices, and trends of public pension funds and general public administration, organization, and management.
8. Knowledge of the Teachers' laws, federal and state regulations, IRC rules, CalSTRS' operations and systems, regulations and standards governing legislative reporting.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director of Governmental Affairs and Program Analysis**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by a screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using a predetermined evaluation criteria.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and on 8 1/2 x 11 paper.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Personnel Services Office
Attention: Recruitment and Selection Unit
7667 Folsom Boulevard, MS-31, Sacramento, CA 95826
Sandra Teague | (916) 229-3508 | steague@calstrs.com

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>